



## State of Tennessee Department of Children's Services

### New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator  
Planning and Policy Development

DATE: March 7, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

**Please note:** Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

**\*These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	4.26	<a href="#">Administrative Leave with Pay</a>	4	03/01/08	<a href="#">CS-0738, Administrative Leave with Pay Request</a>

**Summary of Policy revisions for 4.26: Supersedes 4.26, 06/01/07;** Policy was revised due to the Department of Human Resources policy and rule changes: 8-30-215 -Department of Human Resources Rules and Regulations -1120-6-.25 (3). Specific revisions include: Request must be approved in advance by the Commissioner of the Tennessee Department of Human Resources; Old Section B. Extension of Administrative Leave-deleted; Added new Section B – Notification; Form CS-0737, Request for Extension of Administrative Leave with Pay deleted. Major policy review required by applicable staff.

\*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

\*\*Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

\*\*\*If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
2.	11.1	<a href="#">Assessment Process</a>	11	03/01/08	None
Summary of Policy revisions for 11.1: Supersedes 11.1, 07/01/97; Policy revised to update assessment information. Minor policy review required by applicable staff.					
3.	11.4	<a href="#">Family Functional Assessment Process</a>	11	03/01/08	<a href="#">CS-0777, Family Functional Assessment II</a>
Summary of Policy revisions for 11.4: Supersedes 11.4, 05/01/07; Policy revised to delete references to the Family Functional Assessment Field Guide and the Functional Assessment Web Application. Form <b>CS-0777, Family Functional Assessment II</b> replaced the FFA Web Application and Guide.					
4.	14.7	<a href="#">Classification of a Child Protective Services Case</a>	14	01/01/08	Same, no change
Summary of Policy revisions for 14.7: Section B: Numbering re-ordered to flow; Item 16 changed to read "...will..." instead of "...may..."; Items a) and b) added to #16. Section C, 1, d, bullet #3: "Abandonment of a child": changed to read: " <a href="#">Abandonment of a child</a> under the age of eight (8); Minor policy review required by applicable staff.					
5.	14.23	<a href="#">Orders of Reference</a>	14	01/01/08	Same, no change
Summary of Policy revisions for 14.23: Section A, 1; Changed to read: "...the report will be assigned to CPS." Section A, 3; changed to read: "The case worker will complete a CPS <u>investigation</u> or <u>assessment</u> as applicable." Minor policy review required by applicable staff.					
6.		<a href="#">Work Aid 1- Categories and Definitions of Child Abuse-Neglect</a>	14	01/01/08	None
A. Physical Abuse, item 2 revised to include <u>definition of infant and child</u> ; Item 2 revised for investigation track; item 3 <u>added</u> for assessment track.					
7.	*15.5	<a href="#">Registering and Maintaining Status of Children with REACT</a>	15	03/01/08	<a href="#">CS- 0695- REACT Child Entry Information</a> <a href="#">CS- 0696-REACT Child Status Information</a>
Summary of Policy revisions for 15.5: *Updated as stated above.					

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8.	16.46	<a href="#">Child Youth Referral and Placement</a>	16	04/01/08	<a href="#">CS-0206 Authorization for Routine Medical Services for Minors</a> <a href="#">CS-0544 Resource Home Placement Checklist</a> <a href="#">CS-0577 Permanency Plan</a> <a href="#">CS-0657, Education Passport</a> <a href="#">CS- 0664 Placement Exception Request</a> <a href="#">CS-0727 Custodial Intake Form</a> <a href="#">CS-0747 Child and Family Team Meeting Summary</a> <a href="#">TennCare Medical Care Appeal</a>
<b>Summary of Policy revisions for 16.46: <u>Supersedes</u> DCS 16.1,10/01/01, 16.10, 01/01/04, 16.14, 12/01/03, 16.45, 12/01/03, 16.46, 12/01/03, 16.47, 12/01/03, 16.49, 12/01/03, 18.33, 01/01/04; Policy will be placed in "Preview" folder on the Policies and Procedures web page for thirty (30) days prior to effective date to allow for review/training. The superseded policies will remain in their respective chapters until the end of the preview period, then deleted as applicable.</b>					

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